

**REGULAR MEETING OF THE ADMINISTRATIVE BOARD
OF
NIAGARA COUNTY SEWER DISTRICT #1**

Held on the 23rd day of September 2015 at the Water Pollution Control Center

PRESENT: Commissioner Marc R. Smith, Chairman
Commissioner James Riester, Vice-Chairman
Commissioner Dennis Brochey
Commissioner Robert B. Cliffe
Commissioner Wright H. Ellis

EXCUSED: Commissioner Lee Wallace

ALSO PRESENT: Thomas Blodgett, Administrative Director, NCSD #1
Suzanne-Marie C. Fulle, NCSD #1
Joanne M. Teixeira, NCSD #1
John T. Timkey, Chief Operator, NCSD #1
Anthony J. Nemi, Liaison, Niagara County Legislature
P. Andrew Vona, Attorney for District
Robert P. Lannon, GHD Consulting Services
Teresa Misiti, GHD Consulting Services

Chairman Smith called the meeting to order at 3:30 p.m.

Roll call was taken by Suzanne-Marie C. Fulle.

Upon motion duly made by Wright H. Ellis and seconded by Dennis Brochey, it was resolved that the minutes of the August 26, 2015 meeting be approved as presented. This motion was carried.

Upon motion duly made by Robert B. Cliffe and seconded by James Riester, it was resolved that the following vouchers be paid from their respective accounts:

FORWARDED

| <u>VENDOR</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|----------------------|---------------------------|----------------------|
| Bytronics | Digging Notifications | 26.60 |
| Dig Safely | Digging Notifications | 54.00 |
| Frontier | Mapleton Rd PS | 55.58 |
| National Fuel | Plant | 80.19 |
| National Fuel | Shawnee Rd PS | 23.53 |
| National Fuel | Townline Rd PS | 41.71 |

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|--------------------------|-----------------------------------|----------|
| National Grid | Elec Dist - East Canal PS | 708.22 |
| National Grid | Elec Dist. - Mapleton Rd | 146.42 |
| National Grid | Elec Dist - Moyer Lift | 60.30 |
| National Grid | Plant | 7,508.45 |
| National Grid | Elec Dist - Shawnee Road | 201.27 |
| National Grid | Elec Dist. - Tonawanda Creek Road | 778.34 |
| National Grid | Elec Dist. - Townline Road | 607.75 |
| National Grid | 2044 Niagara Falls Blvd (meter) | 21.78 |
| National Grid | 2059 Niagara Falls Blvd (meter) | 21.02 |
| NYSEG | Rapids Rd PS | 462.41 |
| Time Warner | Internet Service | 757.43 |
| Town of Wheatfield Water | Plant | 955.15 |
| Verizon | East Canal | 25.09 |
| Verizon | Moyer Rd PS | 25.09 |
| Verizon | Plant | 137.41 |
| Verizon | Rapids Rd PS | 25.04 |
| Verizon | Shawnee Rd PS | 22.50 |
| Verizon | Tonawanda Creek Rd PS | 29.47 |
| Verizon Wireless | Cellular Phone | 15.71 |

TOTAL

\$ 12,790.46

TO BE PAID

| <u>VENDOR</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|----------------------------|---|---------------|
| Alpha Analytic, Inc. | Lab Analysis | 1,509.75 |
| AmeriPride | Carpet Floor Protection | 89.50 |
| Augies Automotive | 2008 Ford Oil/filter change, brakes, sensor replacement | 280.73 |
| Bison Laboratories | Sodium Hypochlorite | 2,670.90 |
| Blodgett, Thomas | Travel Mileage | 35.08 |
| Buffalo Lift Trucks | Preventative Maintenance - Fork Lift | 207.07 |
| CEM Services | 2015 Roof Replacement Asbestos Inspections | 750.00 |
| Chudy Paper | Lavatory supplies/Paper towels | 238.54 |
| Evoqua | Lab Grade Water | 558.12 |
| Fisher Scientific | Lab Supplies | 142.60 |
| GHD | August Monthly Retainer | 750.00 |
| GHD | 2015 Roof Replacement (Project #631123) | 2,338.36 |
| GHD | Flow Study Implementation (Project #631132) | 5,470.00 |
| GHD | Screen Room Ventilation Project (Project #631139) | 301.53 |
| GHD | Inspection of NCSD Sanitary Sewer System (Project #631143) | 24,680.00 |
| Greater Niagara Mechanical | Repair of indoor blower, preventative maintenance of HVAC units (4) | 1,484.85 |
| Gui's Lumber | Maintenance Supplies | 388.90 |

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| Isle Chem | Lab Analysis | 300.00 |
| John Gilliland Enterprises (Advanced Exterminating) | Extermination of yellow jacket nest in administrative offices | 125.00 |
| Lang, Jason | 2015 Clothing Allowance | 400.00 |
| Modern Corporation | Dumpsters | 175.27 |
| Moley Magnetics | Motor | 747.12 |
| Musial, Gene (Ryan's Exterminating Co) | Spray Filter Building, plus exterminating for bees | 330.00 |
| Nibisco Automation | EIM Electric Actuator - Replacement | 7,138.40 |
| NSI Lab Solutions | Laboratory Supplies | 249.50 |
| NYWEA | Operator Certification Grade 2 License for Charles Teixeira, Anaerobic Digestion Continuing Education class for T. Blodgett, A. Earsing & E. Knaebe | 330.00 |
| NYWEA Western Chapter | Solids Handling Process Tour of Bflo Sewer Authority (continuing ed credits). Aaron Earsing, Dan Flanders & E. Knaebe | 75.00 |
| Praxair | Maintenance Supplies | 106.56 |
| PVS Technologies | Ferrous Chloride Solution | 4,318.95 |
| Republic Services | Recycling Service | 37.91 |
| Republic Services | Sludge Disposal | 14,068.21 |
| Rexel | LED Lamps, AAA Batteries, heavy duty wire ties, yellow wire nuts, AA Lithium batteries, Incandescent Factory Sealed Luminaries, wire ties | 2,288.76 |
| RTC | Settleable Solids (Laboratory Supplies) | 165.60 |
| Safety Kleen | Parts, Washer Service | 206.35 |
| Sampson Cleaning Services | Cleaning for August 30, September 5, 13, 20 | 280.00 |
| Sears Commercial One | Refrigerator for Lab | 774.99 |
| Shatzel, Christopher (Matador) | Carpet Floor Protection | 119.00 |
| Staples | Office Supplies, 2 security video monitors | 220.77 |
| Staples | 2 security video monitors | 393.18 |
| Teixeira, Charles | 2015 Clothing Allowance | 400.00 |
| Uline | Maintenance Supplies | 576.65 |
| Vona, P. Andrew | Monthly Retainer-August 2015 | 2,500.00 |
| Wendt's Propane | Propane | 65.50 |
| WW Grainger | Storage Totes, Sludge pump, measuring wheel, heat gun, maintenance supplies, shrink tubing, damper actuator for East Canal PS, transformer for damper, vacuum pump | 4,411.22 |
| TOTAL | | \$ 82,699.87 |

TOTAL FORWARDED
TOTAL APPROVED O&M
GRAND TOTAL APPROVED

\$ 12,790.46
82,699.87
\$ 95,490.33

This motion was carried.

Review of the August 2015 Financial Report showed an Operation and Maintenance balance of \$7,414,294.39. Upon motion duly made by James Riester and seconded by Wright H. Ellis it was resolved that the Sewer District's August 2015 Financial Report be approved as presented. This motion was carried.

Communications:

1. Town of Pendleton Request for Hampton Inn Manhole Connection - Mr. Blodgett reported that he has been working with the engineer regarding technical drawings for a connection to District facilities for a proposed 72 room Hampton Inn hotel, located at 6082 S. Transit Road. He stated that he had requested some minor technical revisions to the drawings with respect to the proposed connection. Mr. Blodgett stated that the District received a letter from the Town of Pendleton requesting approval to construct a one eight inch diameter core drilled sanitary sewer connection using an inside drop to NCSD #1 Manhole No. 3-34 per Town approved Utility Plan. Mr. Blodgett requested Board authorization for the Town of Pendleton's request to construct a one eight inch diameter core drilled sanitary sewer connection to NCSD #1 Manhole No. 3-34 subject to his approval of the technical requirements for said connection.

Upon motion duly made by James Riester and seconded by Robert B. Cliffe, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request that the Town of Pendleton construct a one eight inch diameter core drilled sanitary sewer connection using an inside drop to NCSD #1 Manhole No. 3-34 per Town approved Utility Plan for service connection for a proposed 72 room Hampton Inn hotel located at 6082 S. Transit Road. The approval is contingent on the Administrator Director's final approval of the technical requirements regarding said connection. This motion was carried.

Old Business:

There is nothing new to report this month.

Chief Operator's Report:

1. NYSDEC Annual Inspection - Mr. Timkey reported that Robert Locey of the NYSDEC visited the District on September 1, 2015 for his annual plant inspection. He stated that he had received a letter from Mr. Locey dated September 22, 2015 that the plant is in substantial compliance with the requirements of the District's SPDES permit.

2. EPA 5 Year Pretreatment Audit - Mr. Timkey reported that a representative from the EPA came to the District for the 5 Year Pretreatment Audit on September 1st and 2nd. He stated that the representative participated in some field inspections, and her report is expected next month.

Administrative Director's Report:

a. 2016 Budget - Mr. Blodgett reported that he submitted the 2016 budget to the Office of Budget and Management with an approximate increase of 0.95% from the 2015 budget. Mr. Blodgett stated that discussion/meeting with the budget office are expected, and he will provide an update at the October Administrative Board Meeting.

b. Preliminary Tax Computation Schedule - Mr. Blodgett presented a spreadsheet containing each individual town's preliminary EDU numbers as provided to us by the Office of Real Property Tax Services. He asked the Commissioners to have their Town Assessor's review these preliminary EDU's, and provide any discrepancies and he would coordinate with John Shoemaker at Real Property for the final tax roll EDU numbers typically available in November.

c. Public Hearing Notification regarding Sewer District Assessment - Mr. Blodgett reported that the District is responsible for notifying property owners subject to special assessments of the public hearing regarding the 2016 budget. In the past, postcards have been sent to property owners in the Towns of Pendleton, Lewiston, and Wheatfield with assessments of \$350,000 and above. Mr. Blodgett requested Board authorization to send out said notifications for this year.

Upon motion duly made by Wright H. Ellis and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Mr. Blodgett to notify property owners, subject to special assessments with assessed values of \$350,000 and above in the Towns of Lewiston, Pendleton, and Wheatfield, of the Public Hearing regarding the 2016 County Budget. This motion was carried.

d. Sodium Hypochlorite Solution Bid - Mr. Blodgett reported that the current contract for Sodium Hypochlorite Solution with Bison Laboratories expires on December 1, 2015. Mr. Blodgett requested Board authorization to advertise for bids for a new contract.

Upon motion duly made by Dennis Brochey and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Mr. Blodgett to advertise for bids for a new Sodium Hypochlorite Solution contract. This motion was carried.

e. 2016 Emergency Repair Contract - Mr. Blodgett reported that the current contract for the Emergency Repair Contract expires on December 31, 2015. Mr. Blodgett stated that the District could either go out to bid again, or request an extension to the time frame of the existing contracts to include updated rates for 2016, which is an option under the current agreement.

Upon motion duly made by James Riester and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Mr. Blodgett to request an extension to the time frame of the current Emergency Repair Contracts with updated 2016 rates as allowed in the current 2015 Emergency Repair Contract. This motion was carried.

f. 2015 Town I/I Requests - Mr. Blodgett reminded all of the supervisors who have I/I projects in the works to submit their paperwork prior to the end of the year in order to receive their individual town's allocated I/I funds for this year.

g. Electronics Technician Position - Retirement Planning - Mr. Blodgett reported that the District's Electronics Technician is scheduled to retire in mid-2016. He stated that the job specifications for this position have been not updated since 1983 and provided the commissioners with an updated draft

job specification. The civil service test is normally scheduled to be given every four years and with this anticipated retirement in the spring of 2016, Mr. Blodgett requested Board authorization for the District to have Civil Service call for the Electronics Technician - Wastewater position exam scheduled to be given in February 2016.

Upon motion duly made by Wright H. Ellis and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request that Civil Service call for the Electronics Technician - Wastewater position exam scheduled to be given in February 2016. This motion was carried.

h. Negotiations - Executive Session - Mr. Blodgett recommended that the Board go into executive session to discuss Teamster union negotiations. Upon motion duly made by Wright H. Ellis and seconded by Robert B. Cliffe, it was resolved that the Board adjourn to executive session to discuss Teamster union negotiations. This motion was carried.

Upon motion duly made by James Riester and seconded by Robert B. Cliffe, it was resolved that the Board adjourn from executive session and re-open the regular meeting. This motion was carried.

Engineering Report:

1. General Retainer (GHD Project No. 630191)
 - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services.
 - BOARD ACTION REQUESTED – None
2. DEVELOPMENT OF NEW 10-YEAR CAPITAL IMPROVEMENT PLAN (GHD PROJECT NO. 631024)
 - Next steps, implementation of priority projects, O&M projects, and schedule for approved plan.
 - BOARD ACTION REQUESTED – None
3. Flow Study Implementation Project (GHD Project No. 631132)
 - BioWin modeling dry weather data received. Turbidity meter installed and recording data. Project underway, awaiting wet weather/field investigations.
 - BOARD ACTION REQUESTED – None

4. WPCC 2015 ROOF REPLACEMENT PROJECT (GHD PROJECT NO. 631123)
 - All asbestos properly removed. Approximately 80% of existing roofs have been removed and installation of the new roof on the Influent Pump Station has begun.
 - BOARD ACTION REQUESTED – None
5. 2015 District I/I Project (GHD Project No. 631143)
 - CCTV complete. Currently reviewing video.
 - BOARD ACTION REQUESTED – None
6. WET WELL VENTILATION PROJECT (GHD PROJECT NO. 631139)
 - Contractor in process of providing submittals for GHD's review and will be on site in a couple of weeks.
 - BOARD ACTION REQUESTED – None
7. Wet Weather Operating Plan (GHD Project No. 631132)
 - Proposal for Professional Engineering Services.
 - **BOARD ACTION REQUESTED – Discuss/consider authorization of proposal**

Mr. Lannon presented a letter dated September 18, 2015 regarding GHD's proposal for development of the NCSD #1 Wet Weather Operating Plan (WWOP), as required by the District's current NYSDEC SPDES permit. The current SPDES permit lists the WWOP submission date of October 1, 2015; however, due to insufficient wet weather events, the ongoing Flow Study will not be completed prior to this date. Mr. Lannon stated that Mr. Blodgett sent a letter dated September 4, 2015 to Rob Locey of the NYSDEC requesting an extension date of June 1, 2016 so as to be able to include both Fall 2015, Winter snow melt, and Spring 2016 wet weather periods to allow for proper completion of the Plant Flow Study. Mr. Lannon stated that he had attempted to contact Mr. Locey regarding the requested date extension, but had not heard back from him. Mr. Lannon is requesting Board approval of the proposal for the NYSDEC required WWOP to be submitted to the NYSDEC for approval upon completion of the ongoing Flow Study with a submission date no later than June 1, 2016. Mr. Lannon stated that the complete fee for the above scope of work would be \$18,700.

Upon motion duly made by Dennis Brochey and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves GHD's proposal for development of the NCSD #1 Wet Weather Operating Plan (WWOP), as required by the District's current NYSDEC SPDES permit for the complete fee of \$18,700. This motion was carried.

Attorney's Report:

Mr. Vona stated that there was nothing new to report this month.

New Business:

1. Town of Cambria I/I Project - Mr. Ellis requested Board approval for the Town of Cambria to be reimbursed \$20,000 towards their \$20,940 contract with Sewer Specialty Services., Inc., for flushing and televising sanitary sewer lines and manhole inspections in the service area of the Hamlet of Sanborn.

Upon motion duly made by Robert B. Cliffe and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Ellis's request that the Town of Cambria be reimbursed \$20,000 towards their \$20,940 contract with Sewer Specialty Services., Inc., for flushing and televising sanitary sewer lines and manhole inspections in the service area of the Hamlet of Sanborn. This motion was carried.

2. November and December Administrative Board Meeting – Due to the Thanksgiving and Christmas holidays, the board is moving the November meeting to Wednesday, November 18, 2015 and the December meeting to Wednesday, December 16, 2015.

Adjournment:

Upon motion duly made by James Riester and seconded by Wright H. Ellis the meeting adjourned at 4:05 p.m.